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FILE

*Meetings
(minutes)*

[Signature]

MINUTES

DD/S STAFF MEETING

24 March 1970



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2. Mr. Bannerman read and presented his letter to [redacted] who retires 31 March 1970. He commended By for the good job he has done over a period of many years.

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3. Security Violations:

Four in February 1970 which is the same number for February 1969.

O-DD/S	- 1
OC	- 1
OL	- 1
OTR	- 1

4. Proper Attire in Offices:

Colonel White has commented on the dress of some people, mostly men, seen in the halls and cafeteria. Perhaps they are shift workers from Cable Secretariat, Signal Center or computer areas. Office Heads were requested to pass the word - in a nice way - at their Staff Meetings regarding appropriate dress.

5. Agency Action Regarding Mail Crisis:

Mr. Blake outlined the measures taken to minimize the effect of the strike on Agency mail.

. In direct liaison with the Post Office Department.

. Informal structure established by OL with those Offices that move Agency mail outside D. C. - OSP, OS, OF, DCS.

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GROUP 1
Excluded from automatic
downgrading and
declassification

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.OL is central point of contact.

.Offices informed to hold classified mail. Priority mail for outside D. C. is to be hand carried to OL contact. Couriers will move the mail from Agency installation to Agency installation.

.Field has been advised, by cable, to use the "Command Pouch."

.Contractors have been advised to hold mail - or move it to nearest Agency installation.

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[] Regarding pay checks 1 and 15 April:

Should the mail strike be still on at the time, OF would remove these checks destined for the stricken cities, - e.g. [] and hand deliver them to the Agency facility there.

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Mr. Bannerman asked [] to issue a timely Notice should there be any change made in the usual routine.

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6. Mr. Bannerman reported on the 21 March weekend meeting [] attended by the DCI, DDCI, Ex.Dir-Compt., four Deputies and D/O-PPB.

Mr. Clarke is preparing formal notes on the meeting. Office/Staff Chiefs may receive separate memos from the DD/S on topics discussed at the weekend meeting.

7. Around the Table

a. Mr. Wattles

Plans to show the Agency film - "A Need to Know" - to the Civil Service Commission Executive Committee.

b. Mr. Osborn

Badges will be checked at all gates Friday, 27 March, 0700-0915.

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c. []

Commented on the increasing use of Non-Official Cover. It represents an increasing work load to OC; [] pointed out that OP, OS and OMS must work closely together regarding suitability of proposed candidates for NOC assignments.

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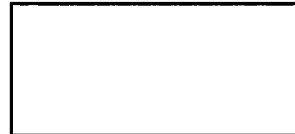
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d.

. Wednesday, 25 March, is deadline for receipt of the reduced
T/O's.

. 10 April, Office Heads meet with DD/S regarding identity of
their surplus.



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Distribution:

Orig - DD/S Subject
1 - DD/S Chrono
1 - WEB
1 - ND
1 - SOS Chrono

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